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May 21, 2003

To: CBEDS Coordinators

From: Karl Scheff, Administrator
Educational Demographics Office

Subject: Distribution and Submission of California Basic Educational Data System
(CBEDS) Data, Fall 2003

Information Day will be Wednesday, October 1, 2003. On this day, each county office of education and school district is responsible for collecting all CBEDS data and submitting the data by October 27, 2003. Enclosed with this memorandum is your *CBEDS Coordinator Information and CBEDS Distribution and Submission Survey*, which will allow you to update your CBEDS distribution and submission information for 2003.

CBEDS Coordinator

We ask that each school district and county office of education designate a CBEDS coordinator. The CBEDS coordinator's responsibilities include distributing materials to schools, holding training sessions, checking data, and ensuring that data for every school in the district/county office is returned to the California Department of Education. CBEDS Coordinators from county offices of education are also asked to distribute additional materials to districts in the county, if needed. The CBEDS coordinator will also be our point of contact for any questions about the data submitted by the district or county. In many districts CBEDS coordinators also respond to questions about CBEDS data from government agencies, the press and the public.

CBEDS Coordinator Information and CBEDS Distribution and Submission Survey

Please update the enclosed survey and send any changes by **Friday, May 30, 2003**. We will continue to provide CBEDS notifications and updates via email so please verify that your email address is accurate. Your 2002 PAIF data submission choice, as it exists in our file, is preprinted under the first table on the survey. We need you to verify or update this information so that the CBEDS materials distributed to you in the first week of September match the method of distribution you choose. Your **new CBEDS password** to access the update screens and the 2003 PAIF software is printed on the enclosed survey. Please note the following changes in distribution options:

We will no longer provide pre-printed paper SIF and CDIF forms. All districts will submit their SIF and CDIF forms by using the PC-based CBEDS software provided on the CD-ROM. We will continue to provide paper PAIF forms to districts choosing to report their PAIF data on

paper. However, please consider submitting your PAIF data electronically this year as we have begun to phase out this option.

For software districts choosing to receive working copies, we will only provide PAIF working copies for those districts submitting over 50 PAIFs. We will no longer provide SIF and CDIF working copies. You may print the working copies from the software. We are making these changes to reduce the amount of time and resources spent on processing paper forms and also to reduce the amount of time district and Department staff spend on resolving errors. Please contact our office if these changes cause a significant problem for your district.

We encourage you to use the Internet to update your coordinator information at:

http://dq.cde.ca.gov/dataquest/coord_login.asp

If you do not have Internet access, our office address is preprinted on the back of the survey, so you may fold and return it by mail, or you may fax it to (916) 327-0195.

Receiving and Submitting CBEDS Data Collection Forms for 2003

As in previous years, we will distribute a free CD-ROM of the CBEDS software to every district and county office. The CD includes two software applications; one software application for completing the SIF/CDIF and one software application for completing the PAIF. Approximately 75% of all districts used the software in 2002. Those districts had no errors and far fewer data anomalies than districts not using the software. The software also provides a number of different reports that can be used to verify the data and provide summary information to staff and other interested parties.

Professional Assignment Information Form (PAIF)

Your options for receiving PAIF data collection forms are (1) CBEDS software or (2) paper forms.

If you choose **PAIF Option 1 - Software**, you will receive a CD-ROM of the CBEDS data entry assistant software. The software includes electronic versions of the forms and supports importing pre-formatted data electronically. **If you are submitting over 50 PAIFs**, you may elect to receive the software with “working copies”. These “working copies” are designed for districts that do not have a centralized method of obtaining data for CBEDS. The “working copies” can be used to collect CBEDS data from school sites prior to key entry into the software. The “working copies” distributed with this option may **not** be used for submission of data. If you have 50 PAIFs or less for your district, you may print the working copies from the CBEDS software.

Your options for reporting PAIF data using the CBEDS software include submitting the data via Internet or diskette. The software runs on Windows95 or above, and will only be available via CD-ROM. The data on the CD-ROM will be encrypted and password protected, with your district’s password only distributed to you as the CBEDS coordinator. Once the PAIF data have been entered and all error checks have been passed, you will use the software to send the data to

a site secured by our contractor. Like the SIF/CDIF software, the PAIF software includes virtually all the error checking we do in this office, as well as a variety of school and district level reports you can create from your own data.

If you choose **PAIF Option 2 – Paper Forms**, you will receive CBEDS paper forms that are specifically designed for manual data collection. Each form must be completed and returned to the California Department of Education's contractor (Genesis Data Inc.). Again please note that we are in the process of phasing out the option of using paper forms to submit the PAIF data and we ask that you consider using the CBEDS software for submission of PAIF data.

School Information Form (SIF) & County District Information Form (CDIF)

Your only option for receiving SIF/CDIF data this year is software.

SIF/CDIF – Software - you will receive a CD-ROM of the CBEDS data entry assistant software. The software includes electronic versions of the forms and supports importing pre-formatted data electronically. You can print “working copies” which are designed for districts that do not have a centralized method of obtaining data for CBEDS. The “working copies” can be used to collect CBEDS data from school sites prior to key entry into the software. The “working copies” may **not** be used for submission of data.

Your options for submitting SIF data include using CBEDS software to submit via Internet or diskette. The SIF software includes the CDIF. The software runs on Windows95 or above, and will only be available via CD-ROM. Like the PAIF software, the SIF/CDIF software includes virtually all the error checking we do in this office, as well as a variety of school and district level reports you can create from your own data.

If you have any questions about this memorandum or the survey, please contact Mary DeMartin at (916) 327-0209.

KS:md
Enclosures